

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Friday, April 11, 2014 8:52 AM
To: Bent, Sara
Subject: RE: Attached is destruction form for one file

Hi Sara,

You'll need to fill in the blanks:

- Person filling out the form / OAWT – Tribal & Air Toxics Unit / 206 553-####
- Is it EPA 0030 a(1) ?
- Destroyed by is whoever is recycling it.
- Please add Versatile Box # 7368 to the Description

That's it. If they're the official records (not a copy/collection) then they need to go back to the original file and retention. I keep the original and you'll need to keep a copy for your records. Let me know if you have questions.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Bent, Sara
Sent: Friday, April 11, 2014 8:06 AM
To: Aoyama, Joyce
Subject: Attached is destruction form for one file

Sara Bent
Air Quality Office Manager
US Environmental Protection Agency
Suite 900, M/S AWT-107
Seattle, Washington 98101
(206) 553-6350
Bent.sara@epa.gov